



# Indiana Department of Education

SUPPORTING STUDENT SUCCESS

The Office of Educator Licensing and Development (OELD) is transitioning from a paper-based application and licensing system to one that is completed online. This new self-service system, the License Verification and Information System (LVIS), will be launched for all license and permit applicants on May 2, 2011. In order to have time to test, train staff and migrate the huge volume of licensing data from our current system to LVIS, the OELD **is not accepting any license renewal or new license applications during the month of April.**

Beginning May 2, all applicants for educator licenses and permits will be able to apply online using LVIS regardless of the type of license or permit or the action requested. You will be able to access the new LVIS application portal at <http://www.doe.in.gov/educatorlicensing/>. The online application process allows each applicant to create a personal profile and LVIS account for all future licensing needs. Below are some highlights of the new online system:

- \*You create a personal profile that you can update as necessary.
- \*You can instantly upload documents required for licensure during the application process.
- \*Automatic email messages will be sent to you with updates on the status of your application.
- \*As soon as your license is approved you can log in to your LVIS account and print your credential.
- \*Multiple licenses will be displayed on a single educator credential.
- \*You can record and track your professional development and have your PGP verified by your building administrator online.
- \* Pay online with your personal Visa or MasterCard or use a pre-paid Visa or MasterCard purchased from a local retailer.

During the month of April, school corporation personnel such as HR officers, building principals, superintendents, and substitute teacher coordinators will have the opportunity to learn how to verify PGPs and approve emergency, transition to teaching, and substitute teacher permit applications.

If you have questions regarding your license or the new online application process, please check our website for updates or email your questions to [licensinghelp@doe.in.gov](mailto:licensinghelp@doe.in.gov).

Thank you for your patience during this transition!